

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	12/09
POSITION	PUBLIC FACILITIES/ ADA COORDINATOR	MIN. HOURLY WAGE	\$20.3725
DEPARTMENT	Engineering Services		
JOB CODE	43750	GRADE	G33

PHYSICAL LOCATION:

- Office in Engineering Services Department; various locations throughout the City of Key West

REPORTING RESPONSIBILITIES:

- Director of General Services or designee

GENERAL FUNCTIONS:

- This individual will be responsible for coordinating the development and implementation of pedestrian and bicycle program; advocate for bicycle/pedestrian mobility, safety and ADA compliance. Serves as primary point of contact for all ADA related issues; responsible for coordination of ADA requirements for public facilities and monitoring ADA Transition Plan.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, other agencies, City Officials and the general public.
- Able to work a forty (40) hour work week and overtime when necessary.
- Able to work varied hours, including nights and weekends as needed
- Able to use equipment and or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Maintain valid Florida driver's license.
- Must have mobility and ability to perform field duties in various locations throughout the City including ability to navigate over uneven terrain and other impediments
- Able to deal with the public firmly and fairly, while remaining courteous and respectful.
- Able to work outside in all types of weather.
- Computer literate, keyboard proficient.
- Able to ride a bicycle.

EQUIPMENT TO BE USED:

- Bicycle, computer, operate variety of standard office equipment including computer, telephone, calculator, fax; lift and carry materials up to 25 pounds; various office machines.

ENVIRONMENT:

Inside office work; occasional outside in various weather conditions;

PHYSICAL REQUIREMENT:

- Walking 35%
- Climbing 5%
- Bending 10%
- Reaching 5%
- Riding bicycle 10%
- Standing/Sitting 35%

DUTIES/TASKS/JOBS:

- Permit processing responsibilities for dumpster permits, news racks permits, right of way permits, right of way permits for underground utilities; maintenance of traffic permits.
- Road closure coordination.
- Assists with the review of bicycle / pedestrian facility projects for compliance with City plans for non-motorized transportation.
- Prepares and distributes educational information to schools and the public; conducts public information and promotional activities.
- Facilitates the work of the Southernmost Community Traffic Safety Program and Pedestrian Action Committee.
- Serves on the Development Review Committee.
- Serves as the City's bicycle/pedestrian liaison and coordinates programs and activities with various agencies.
- Identify funding sources for bicycle and pedestrian projects; prepare grant requests.
- Coordinates City's programs on public facilities and responsibilities to assure compliance with American with Disabilities Act (ADA), Americans with Disabilities Act Accessibility Guidelines, and all federal/state laws and regulations pertaining to persons with disabilities.
- Tracks the City's progress regarding the City's transition plan, policies and procedures, federal/state laws and other mandated regulations concerning compliance with all public accessibility requirements.
- Ensures that appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries from employees and the public regarding discrimination on the basis of disability.
- Investigate grievances, assist with employee reasonable accommodation requests and work with City management to ensure compliance.
- Coordinates through City Manager's office requests for handicap parking, provides assessment and makes recommendations.
- Coordinate and provide technical expertise to City departments on programs, public rights of way and facility access for compliance with Title II of ADA; assists with review of new and renovated City facilities designs to ensure ADA compliance.
- Assist Building Department with the review of submitted architectural plans for ADA compliance and conduct on site facility access reviews as needed.
- Organizes regular staff training on ADA requirements.
- Prepares reports as directed.
- Perform other such duties and functions as necessary or incidental to the proper performance of this position.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

Knowledge of:

- Principles and practices of planning and design for bicycle and pedestrian facilities.
- Bicycle safety including Certified Helmet Fitting Training.
- Traffic engineering practices.
- American with Disabilities Act (and amendments) and their applications to City government.
- ADA Accessibility Guidelines.
- Florida Accessibility Code for Building construction.
- Planning and zoning processes, regulations, codes, ordinances, terminology and familiarity with streets and Right of way.
- Complaint process and ability to coordinate the investigation and resolution of official complaints.

Abilities/Skills:

- Skill in analyzing information and drawing valid conclusions.
- Skill in written and verbal communications for both administrative and technical purposes.
- Skill in tactfully dealing with irate people.
- Skill in effectively and courteously communicating with the public, both verbally and in writing.
- Skill in Microsoft Windows products and applications for data management and analysis.
- Skill in effectively delivering public presentations and training.
- Ability to get along and work well with fellow employees, supervisors and public.
- Ability to identify access barriers.
- Ability to develop comprehensive action plan to correct deficiencies.

- Ability to use own judgement in day to day matters, working with a minimum of supervision.
- Ability to listen and communicate effectively with a diverse group of people.
- Ability to plan, organize and conduct presentations, training and investigations.
- Ability to study problems and develop innovative solutions.
- Ability to use mediation skills and facilitate communication in order to resolve disputes regarding access.
- Ability to prepare clear, concise written reports, correspondence and other material.
- Ability to read, understand, interpret and communicate key information from legal documents, regulations, ordinances, codes and blueprints.
- Ability to train flagman.

Qualifications:

- Bachelor's degree in Public Administration, Urban Planning, Engineering or related area.
- Minimum of two years recent full time professional level ADA compliance, disability advocacy or related experience, preferably with local, regional or state governmental agency.
- Must have and maintain Florida driver's license.
- Any combination of education, experience and training that provides the required knowledge and skills as determined by the department head and City Manager.
- Must obtain ICC (International Code Council) certification within 12 months of employment.
- MOT Intermediate and Advanced Certification.
- Florida ADA certificate.
- Knowledge of emergency operations. Possession of NIMS certification.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, _____, have read this job description and hereby agree with the above noted "Acknowledgments" that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

**Apply at:
City Hall, Office of Human Resources
525 Angela Street, 1st floor
Key West FL 33040
Office Telephone: (305) 809-3714**